



**TOWN OF ISLIP    DEPARTMENT OF PLANNING AND DEVELOPMENT**  
**Building Division**

Permits.....224-5466, 69  
Records/Inspections.....224-5470  
Plans Examiners.....224-5467, 68

ONE MANITTON COURT ISLIP, NEW YORK 11751    Phone (631) 224-5464    Fax (631) 224-5462

Phil Nolan, Supervisor

## **FIELD CHANGE to Issued Residential Building Permits**

All FIELD CHANGES to issued building permits should be submitted in the following manner to Building Division, Permits Department:

1. Application - completely filled out, signed and notarized
2. Three (3) signed and sealed by NYS Registered Architect or Professional Engineer  
8 ½ X 11 plan view showing:
  - a. clouded change with notes as required
  - b. room layout with dimensions and use labeled
3. One (1) legible photocopy of issued building permit placard
4. Fee
5. Statement on Design Professionals letterhead: a Statement describing all of the work and how code compliance to the New York State Residential Code has been achieved. It should completely describe the scope of work and materials used. It **MUST** bear the original signature & seal of the Design Professional.

A Field Change will be issued (as long as there is no increase in square footage) at the permit counter. The Building Inspector will verify that submitted information is correct. Any false information will result in a STOP WORK ORDER and permit re-issuance will be at three times the fee.